

CA-PMM

Project Name: Web-CMR/ELR

OCIO Project #: 4265-7

Department: DPH

Revision Date: SPF#2 Approved 06/13/2007

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	PM and project sponsor are monitoring progress closely.
2. Were any key milestones or deliverables rescheduled?	Yes	see above	Integration and user acceptance testing have been delayed by 1 month due to the H1N1 flu outbreak.	Work continues on other areas that do not require re-assigned resources.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			

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6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	see above	Integration testing.	
8. Are there any new major issues?	Yes	see above		
9. Are there any staffing problems?	Yes	see above		

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
2. Do any key milestones or deliverables need to be rescheduled?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
8. Are any major new issues foreseeable?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	
9. Are any staffing problems anticipated?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	

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Current Status and Accomplishments:
*Describe deliverables completed and milestones met during **this reporting period.***
Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Planning	6/30/08	9/30/08	Done	Dates were revised to align to contract execution and the project schedule	7/17/08
Install Hardware/Software	8/31/08	7/1/09	On Target	Dates were revised to align to contract execution and the project schedule	
Configure Software	11/30/08	5/13/09	On Target	Dates were revised to align to contract execution and the project schedule	
Testing					
Planning & Testing Scripts	11/30/08	7/10/09	On Target	Dates were revised to align to contract execution and the project schedule	
Unit & system integration	2/28/09	7/10/09	Delayed	Dates were revised to align to contract execution and the project schedule	
User Acceptance	3/31/09	9/7/09	Delayed	Dates were revised to align to contract execution and the project schedule	
Training					

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Pilot	11/30/08	5/4/09		Dates were revised to align to contract execution and the project schedule	
Traing-the-trainer	11/30/08	6/18/09		Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	5/31/10	6/30/10		Dates were revised to align to contract execution and the project schedule	
Implementation					
CDPH	6/30/09	1/12/10		Dates were revised to align to contract execution and the project schedule	
Pilot	6/30/09	1/12/10		Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	6/30/10	6/30/10		Dates were revised to align to contract execution and the project schedule	
PIER	6/30/11	5/31/11		Dates were revised to align to contract execution and the project schedule	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
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Schedule	X			
Milestones	X			
Deliverables	X			
Resources		X		Delayed activities will continue once returned post H1N1 flu outbreak. We continue will other activities that do not required these resources. Redirected resources are returning to the project. The project is almost at "full compliment"
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Planning	6/30/08	9/30/08	Done	Dates were revised to align to contract execution and the project schedule	7/17/08
Install Hardware/Software	8/31/08	7/1/09	On Target	Dates were revised to align to contract execution and the project schedule	
Configure Software	11/30/08	5/13/09	On Target	Dates were revised to align to contract execution and the project schedule	
Testing					
Planning & Testing Scripts	11/30/08	7/10/09	On Target	Dates were revised to align to contract execution and the project schedule	
Unit & system integration	2/28/09	7/10/09	Delayed	Dates were revised to align to contract execution and the project schedule	
User Acceptance	3/31/09	9/7/09	Delayed	Dates were revised to align to contract execution and the project schedule	

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Training					
Pilot	11/30/08	5/4/09		Dates were revised to align to contract execution and the project schedule	
Traing-the-trainer	11/30/08	6/18/09		Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	5/31/10	6/30/10		Dates were revised to align to contract execution and the project schedule	
Implementation					
CDPH	6/30/09	1/12/10		Dates were revised to align to contract execution and the project schedule	
Pilot	6/30/09	1/12/10		Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	6/30/10	6/30/10		Dates were revised to align to contract execution and the project schedule	
PIER	6/30/11	5/31/11		Dates were revised to align to contract execution and the project schedule	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources		X		Delayed activities will continue once returned post H1N1 flu outbreak. We continue will other activities that do not required these resources. Redirected resources are returning to the project. The project is almost at "full compliment"
One Time Cost	X			
Continuing Cost	X			

CA-PMM**Project Name:** Web-CMR/ELR**OCIO Project #:** 4265-7**Department:** DPH**Revision Date:** SPF#2 Approved 06/13/2007**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	1
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			1

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale